

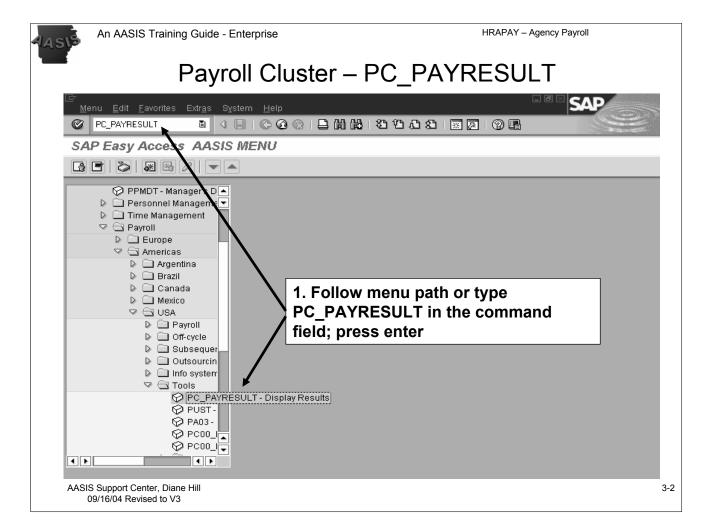
HRAPAY AGENCY PAYROLL

Chapter 3 – Payroll Cluster

AASIS Support Center, Diane Hill 09/16/04 Revised to V3

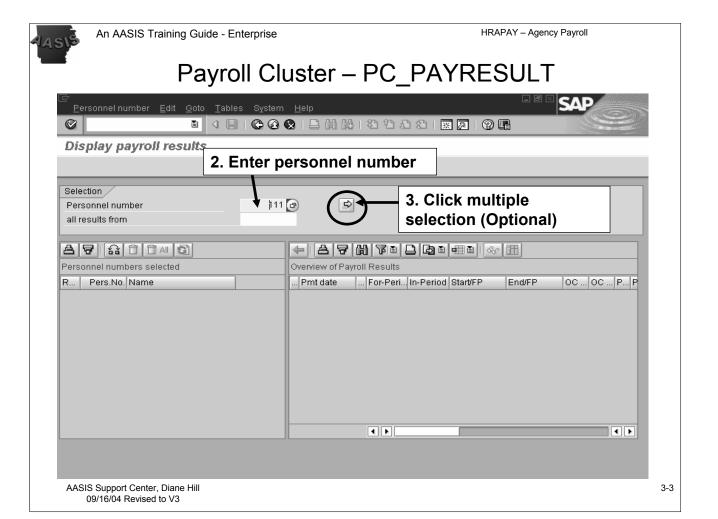
3-1

After OPM has run live payroll, you may view the payroll results. Some of the tables that generate are the WPBP – Basic Org Data, RT – Wage Type Amounts (Gross to Net), BT – Bank Transfer, including Direct Deposit and check information, Tax – Payroll Tax Information, etc.



The role that has access to this transaction is Agency Payroll Systems Management.

The menu path is Human Resources > Payroll > Americas > USA > Tools > Display Results.

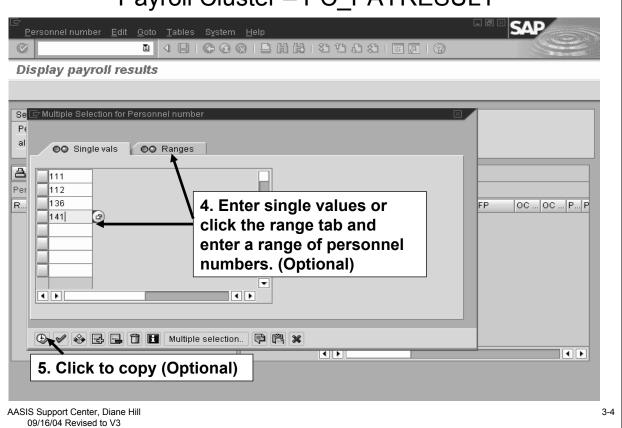


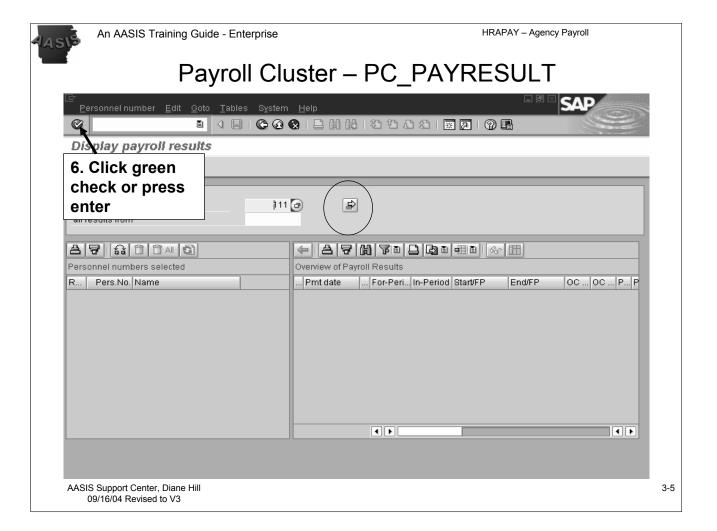
If you would like to view results for more than one employee, you may use the multiple selection icon to list singles values or a range of values.

If you do not specify personnel numbers, the system will perform a lengthy search for results for all the employees within your authorized security access.

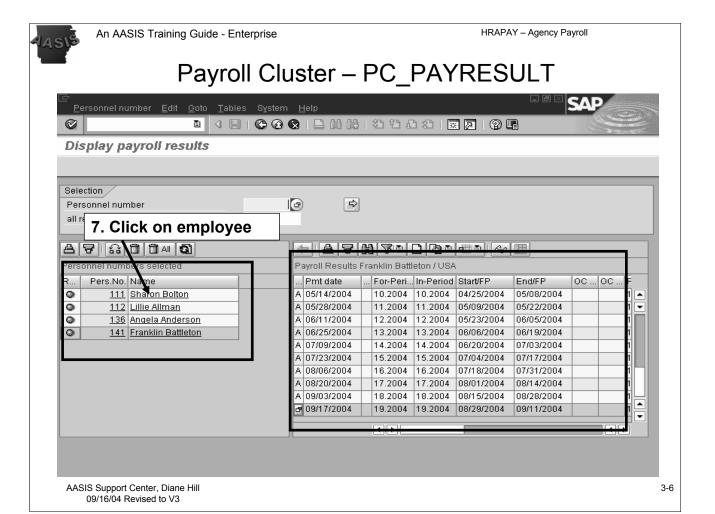


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The multiple selection icon will turn green to indicate that you have other selections.

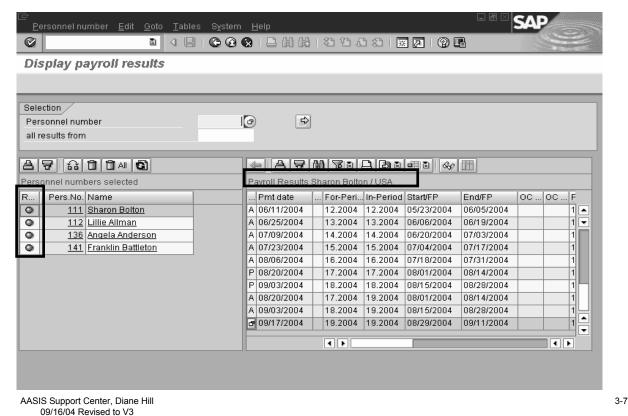


The payroll results initial screen is divided into split task pane windows. The selected personnel numbers and the employee's names will be displayed in the left pane and the different payroll period results displayed in the right pane. The most current payroll period will be highlighted.

You can view results on each employee by selecting that employee.

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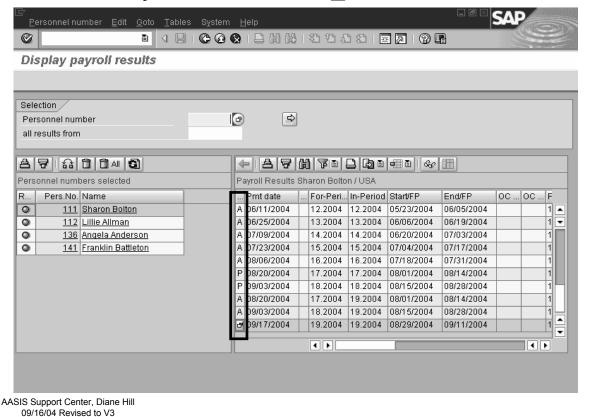
When you are toggling between employees, always verify the name on the left task pane to ensure you are viewing the correct employee's results.

The green light in front of each name indicates that results exist for the employee. If you have a red light, it means no results exist for the employee and a grey diamond indicates that you have no authorization to display that personnel number.

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Payroll Cluster - PC_PAYRESULT



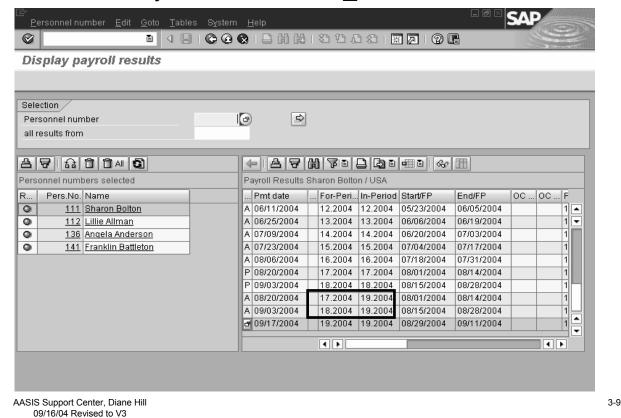
In the right task pane, you can view all payroll results existing for the employee selected. The status column indicates the type of payroll result:

- A Actual result (current payroll)
- P Prior or previous (record has been retro-calculated once)
- O Old (record has been retro-calculated more than once)

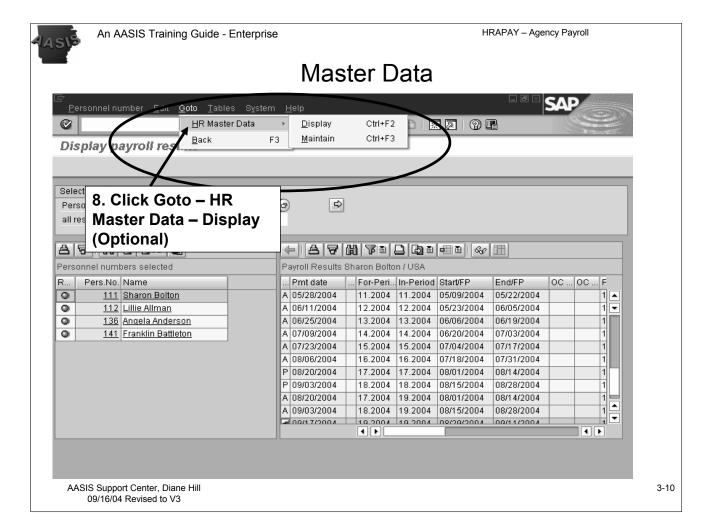
Other items that can be viewed from this screen include, the payment date, for-period and in-period view, start and end date of the payroll, etc.



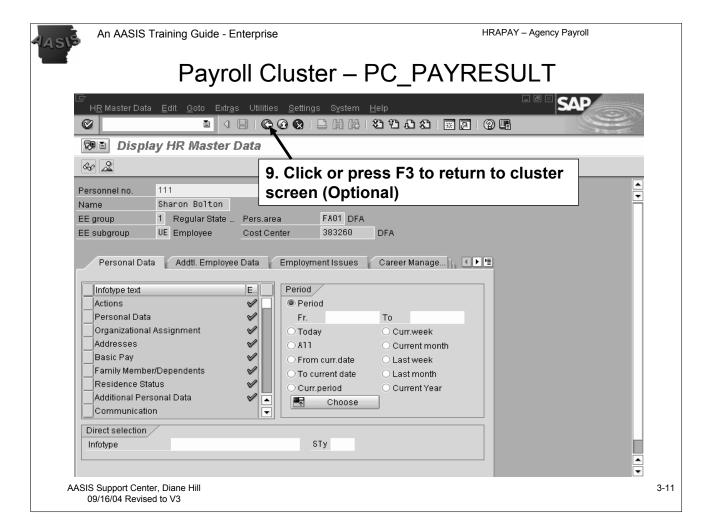
Payroll Cluster – PC_PAYRESULT



Where there are different numbers appearing in the for-period and in-period fields, a retro-calculation has occurred. A retro-calculation indicates that a change has occurred in a payperiod that a previous result already existed. It is important to remember that not all retro-calculations result in more or less money.



An exciting feature within this transaction is that you can access the HR Master Data screens (provided you are role-mapped) from within the Payroll Results when you are researching a retro-calculation. Simply look on the menu bar and click Goto – HR Master Data – Display or Maintain.



You can begin researching through the different infotypes for changes.

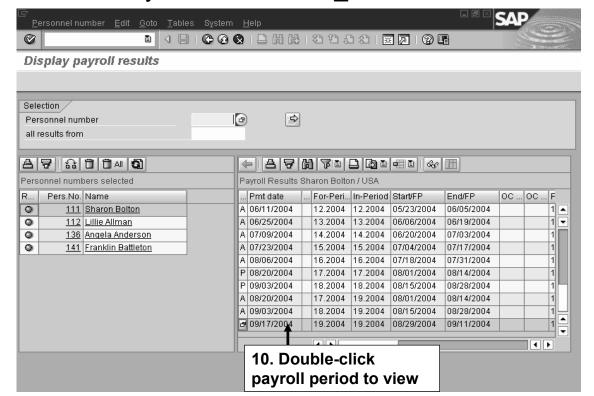
3-12

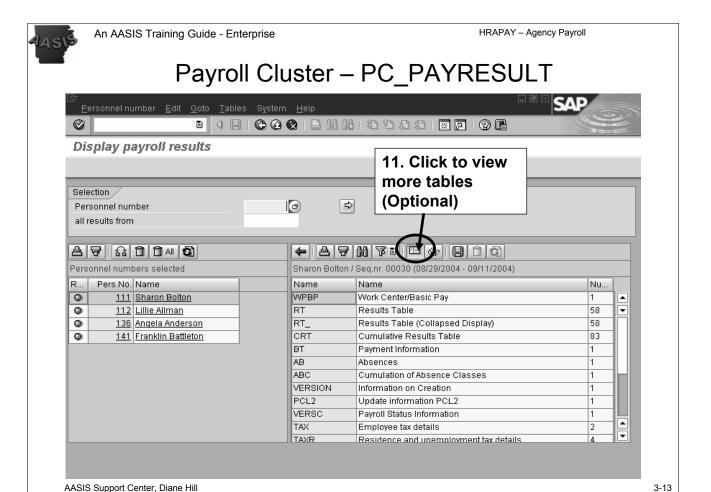
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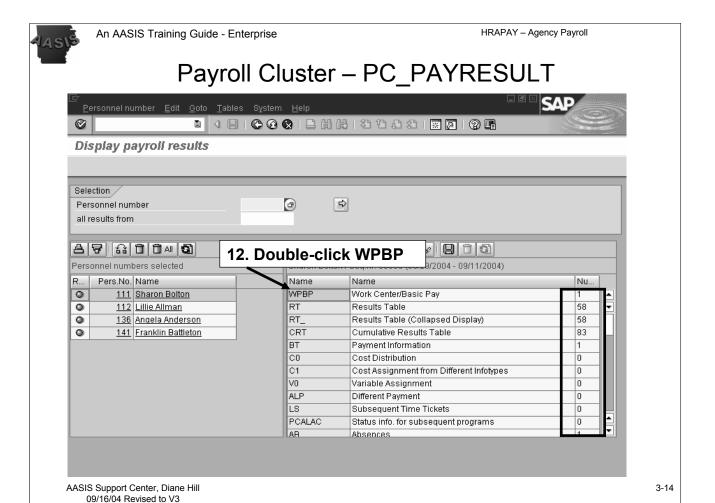
Payroll Cluster - PC_PAYRESULT



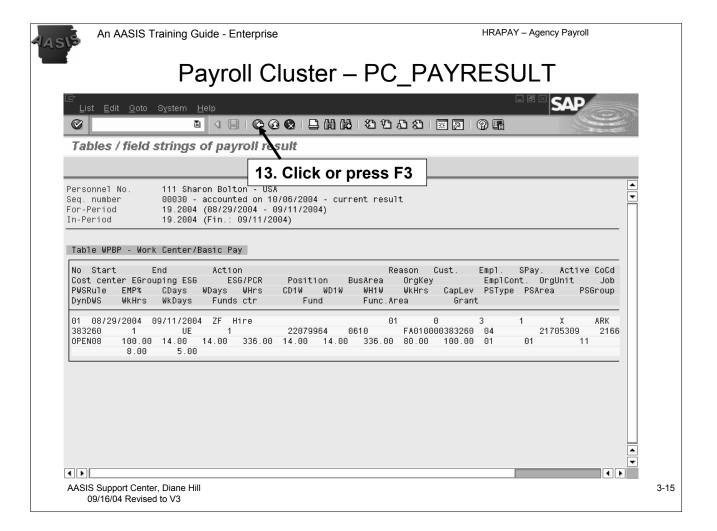


A list of tables that have data populated will be displayed in the right task pane. If you would like to view empty tables as well, you can click on the Display Empty Tables icon.

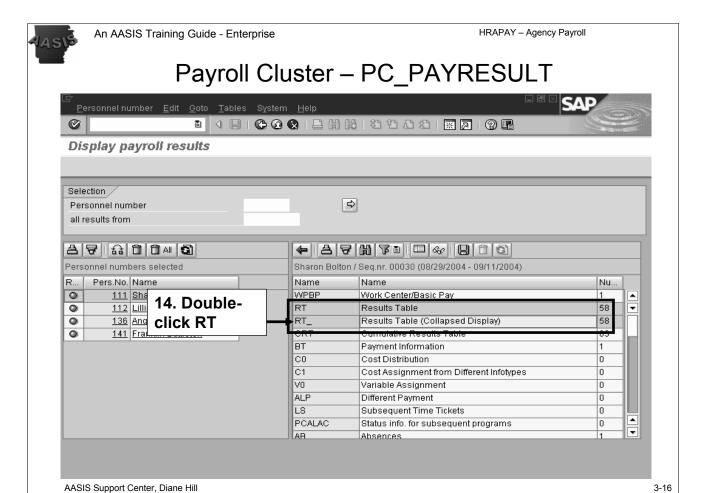
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This column will describe the number of entries that exist for each table.

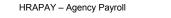


This table contains payroll processing data from the Action infotype, Organizational Assignment infotype, Work Schedule infotype, Basic Pay infotype and Funds Management.

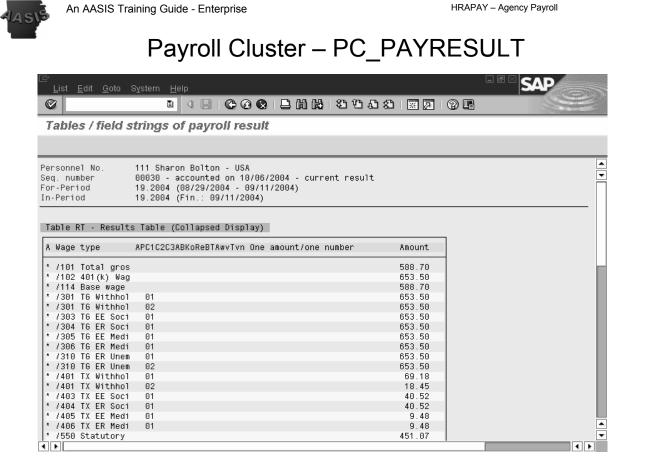


The RT (Results table) has two different views; expanded and collapsed. It has the same data but a different view of displaying that data.

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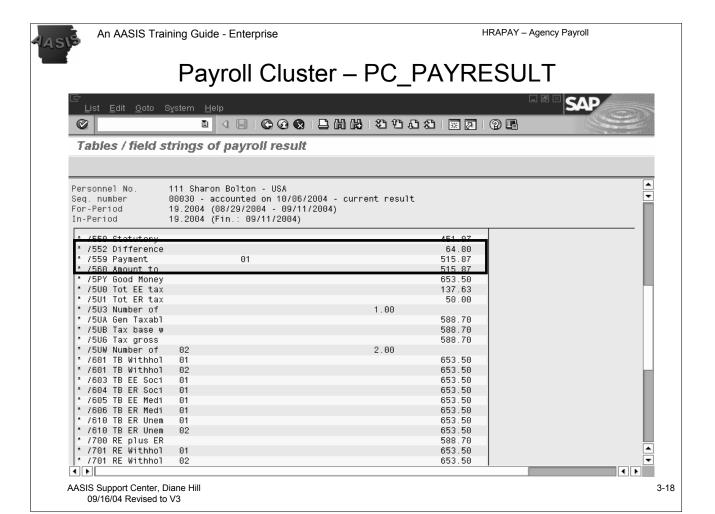


The RT table contains the end results of the payroll process. Wage types that are used or generated during processing are stored in this table. The wage types listed in the RT reflect gross, net calculations, benefit transactions, garnishment transactions, etc.

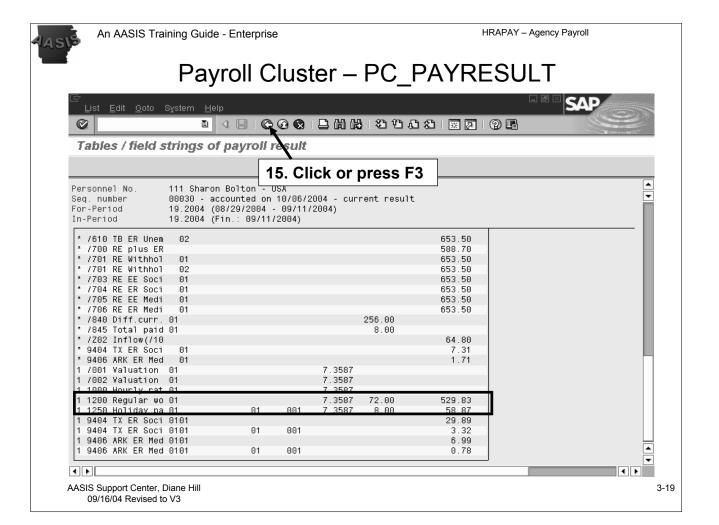
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Some of the wages types that need to be identified when troubleshooting are: /101 Total Gross, /559 Bank transfer, /560 Amount paid, /551-/553 Recalculations and 1200's Types of pay.



- (1) The recalculation wage types indicate that a change was made to the employee's master data or timesheet from a prior period.
- (2) There must be both a /559 wage type and a /560 wage type displayed on the employee's results or the employee will not get paid.

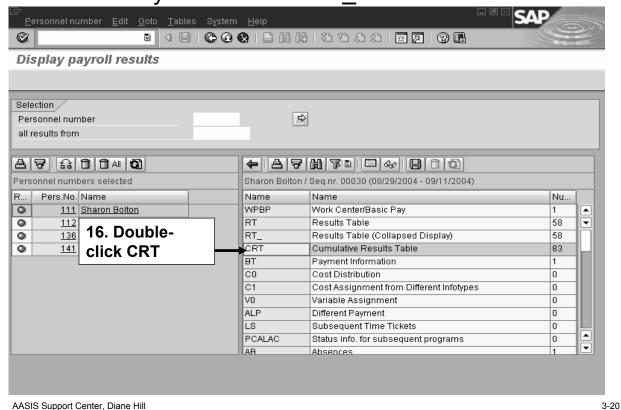


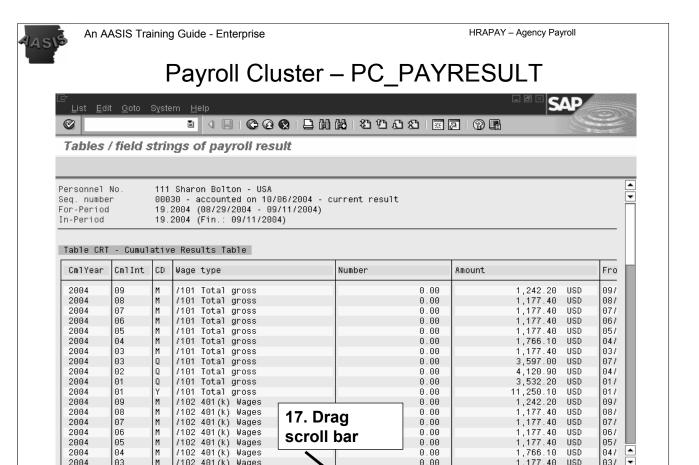
There must be a dollar amount with the 1200 wage types or the employee will not be paid unless the results you are viewing is for a tip employee. There also may be instances when there are no 1200 wage types displayed on the cluster such as an employee only receiving a payout, career service bonus, etc.

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The Cumulative Results Table contains the accumulation of wage types for monthly, quarterly and yearly intervals.

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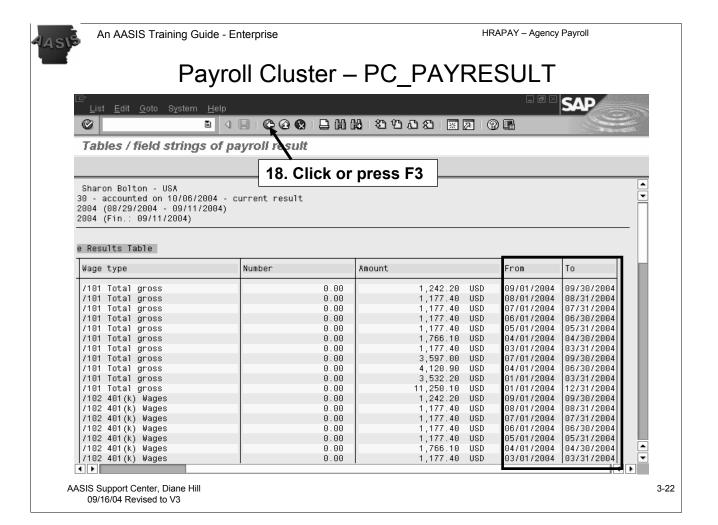
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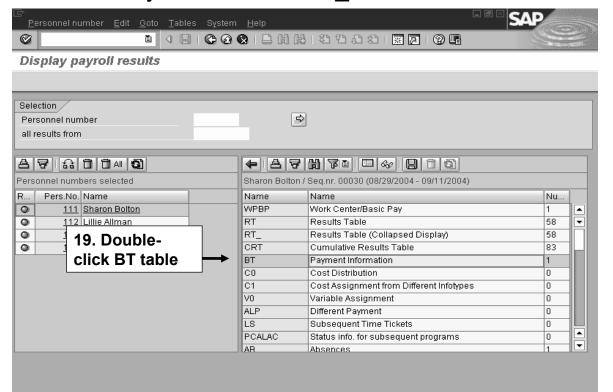
/102 401(k) Wages



The last column will display the valid period of the calculation whether it is monthly, quarterly or yearly.

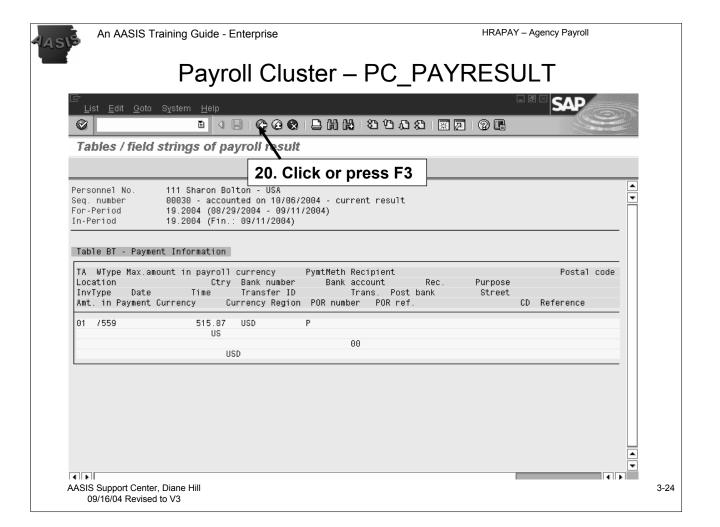


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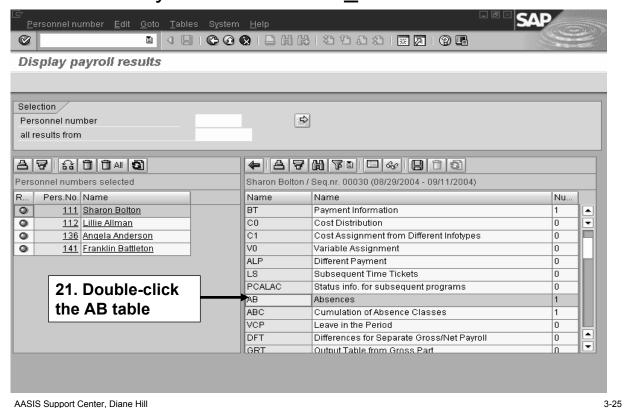


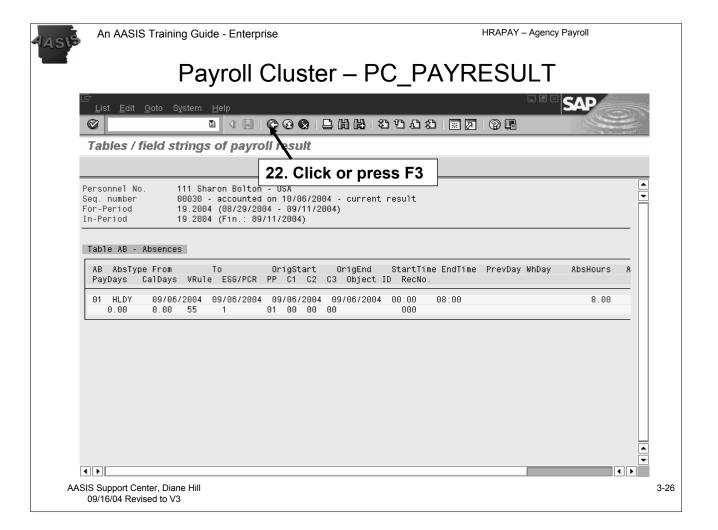
The BT table contains payment information. It will contain the bank routing number, bank account number if direct deposited, date and time of transfer after Payroll has existed and amount of transfer. The information in this table comes from entries on Infotype 0009 (Bank Details) used during processing and the ending results of the banking details. There should be entries in this table for each payroll run. If there are no bank transfers in this table, the employee did not have a check transferred or direct deposited for this payperiod.

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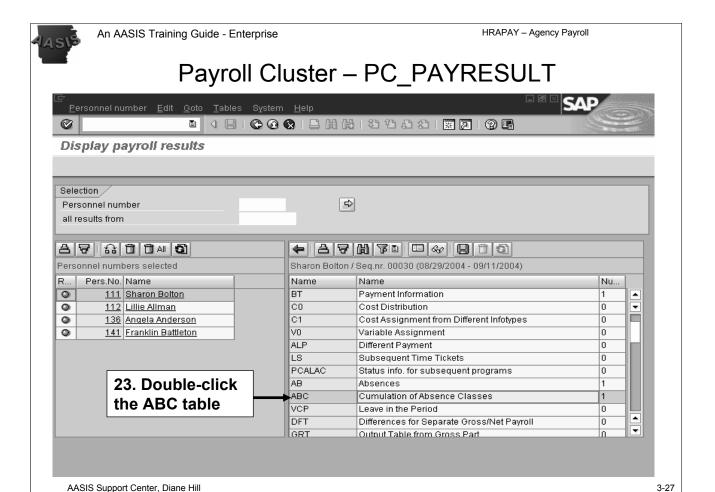


Payroll Cluster - PC_PAYRESULT





You can view the absences according to absence types generated for the employee for a payroll period. This daily view will also give from and to dates of the absence, the start and end time of the absence, and number of hours of the absence.



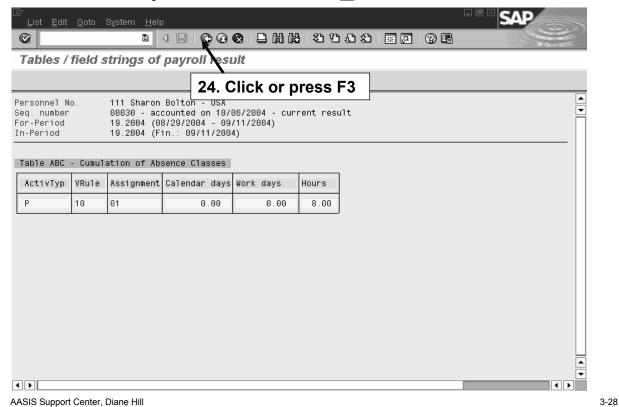
Based upon the time sheet entries for absences, this table will give you a cumulated total number of hours for the absences that occurred within the payperiod selected.

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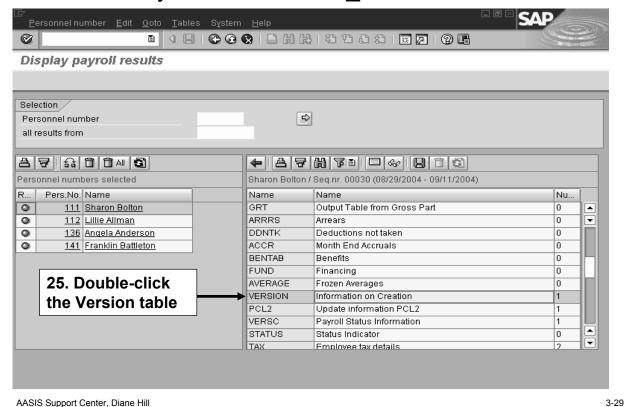


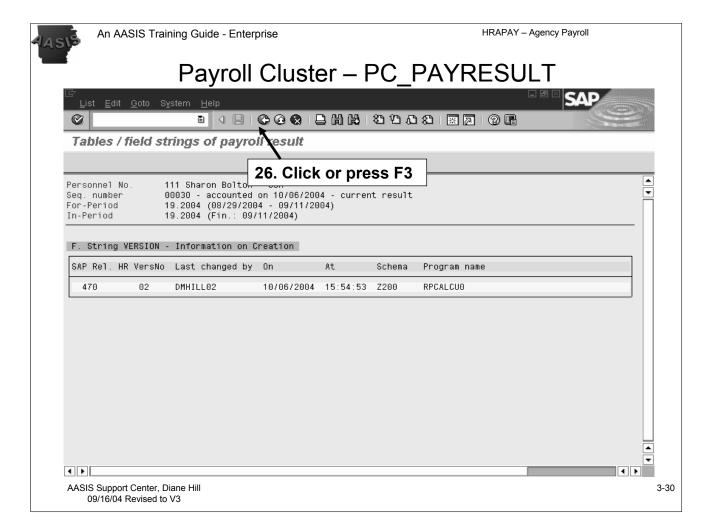
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Version table is a field string of information related to the creation of the payroll result. It identifies who created the payroll results, when the payroll results were created, and which schema and release was used.

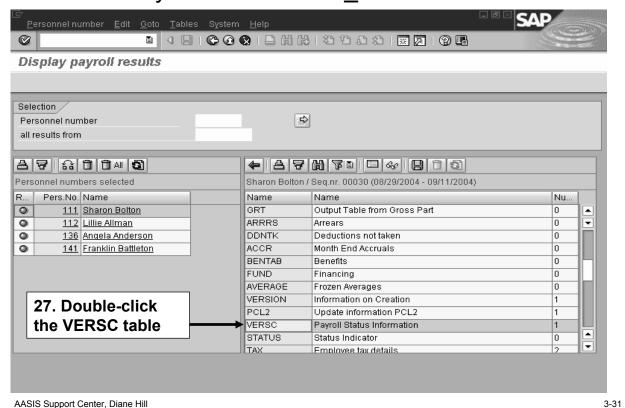
If there was a time evaluation or master data change after the date and time indicated on this screen, it will not be included in the payroll results.

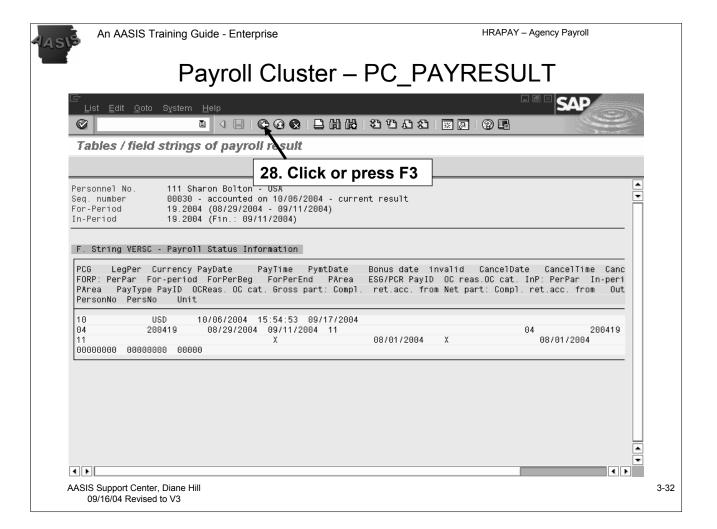
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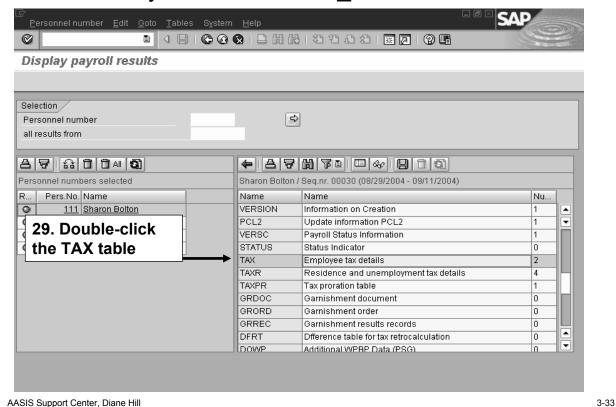


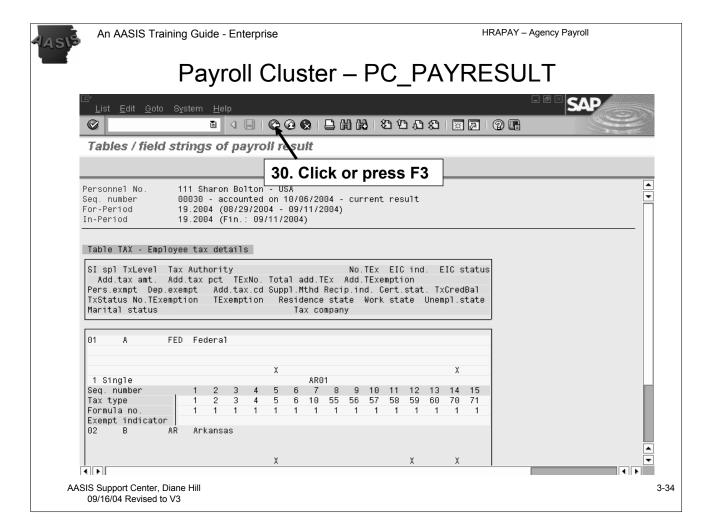
This table stores key information about the payroll status. It tells you the payroll run date, payroll run time, check date, off-cycle reason if applicable, voided check or reversal indicator if applicable, etc.

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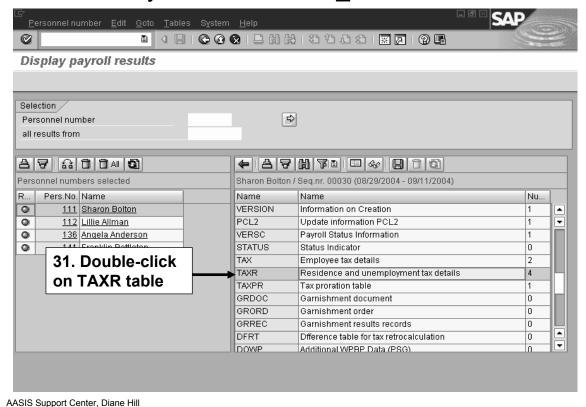
The employee's tax details are stored in this table. Information in this table comes from tax infotypes.

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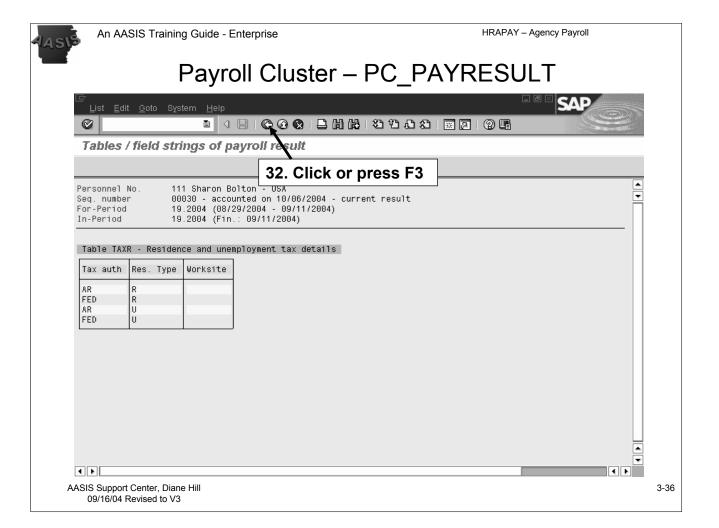


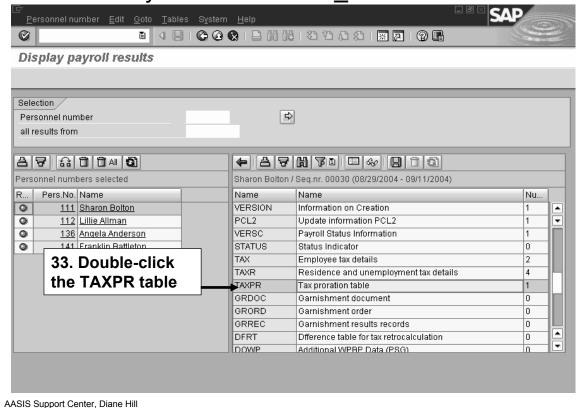
Table TAXR stores the employee's individual Tax Authority data for the payroll run. R – is for residence and U – means Unemployment

Residence status must be populated for payroll to run.

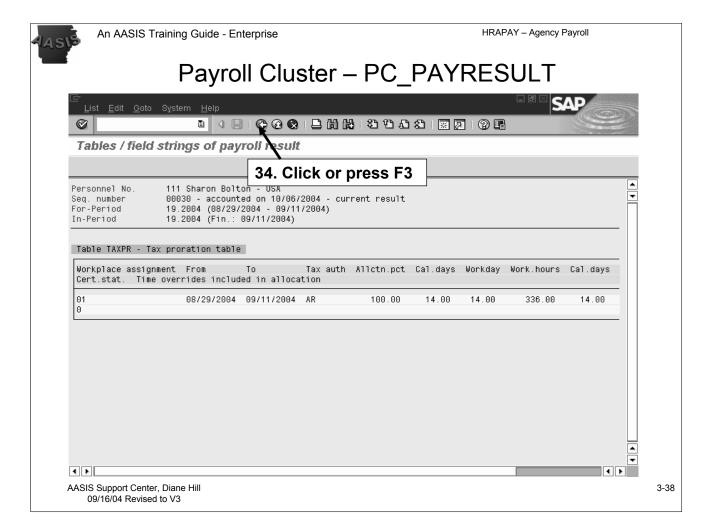


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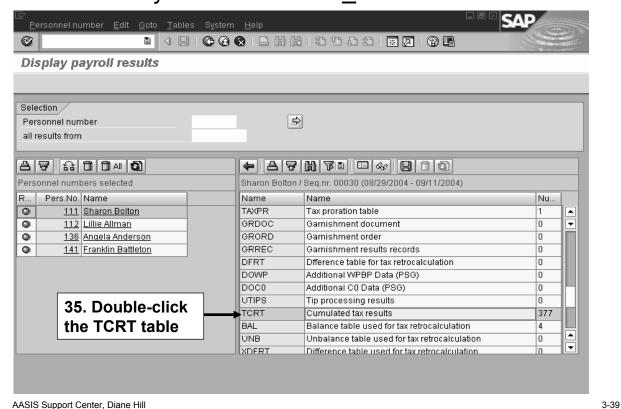


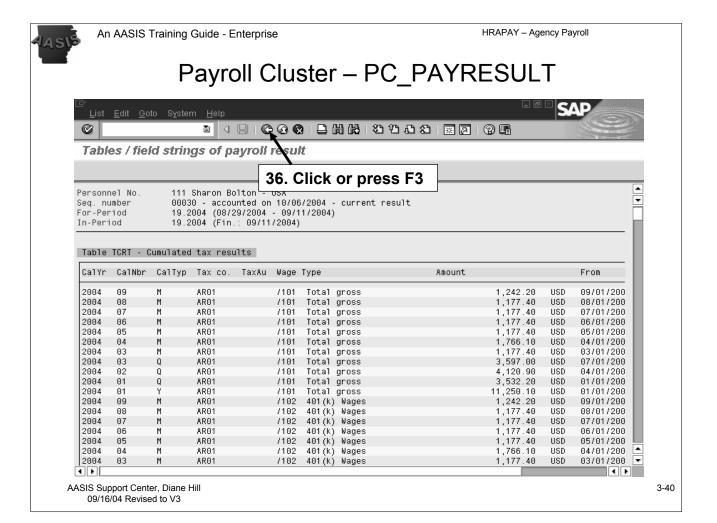
Employees may work in multiple work tax authority jurisdictions. In such cases, the tax areas will be prorated among the multiple authorities and stored in this table.

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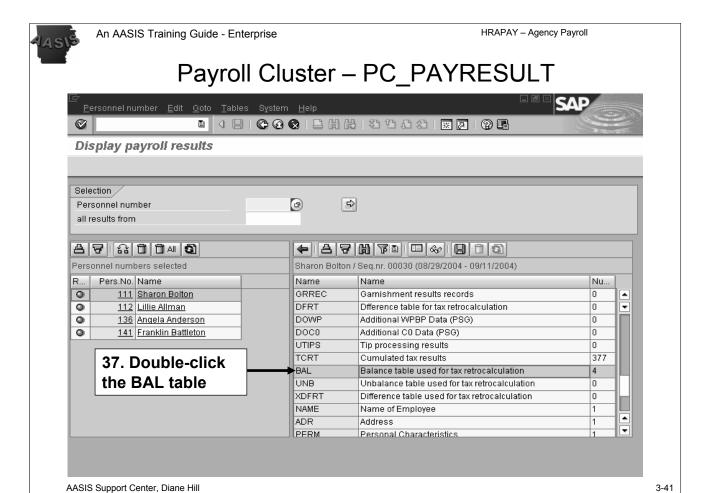


Payroll Cluster - PC_PAYRESULT





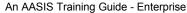
This table displays monthly, quarterly and yearly totals of wage types that are used for taxation.



The BAL table will only populate data if a retrocalculation has occurred with the payperiod.

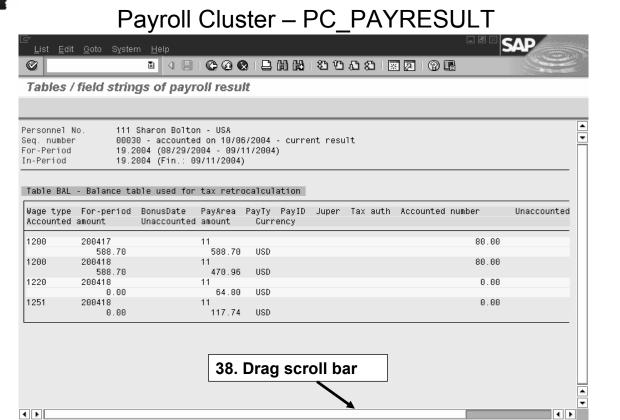
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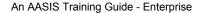


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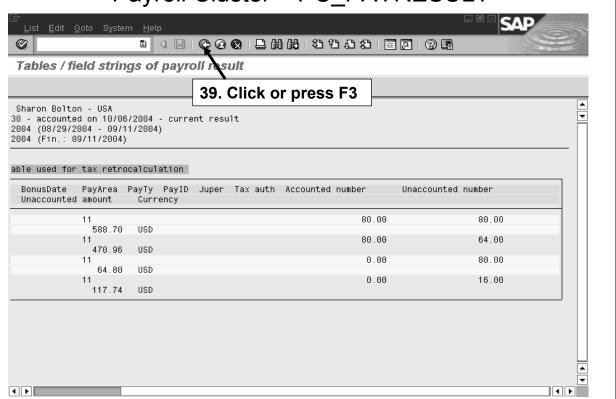


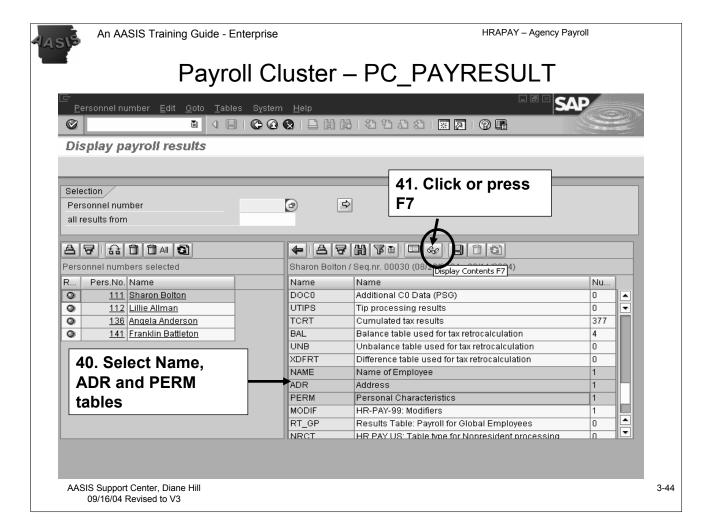
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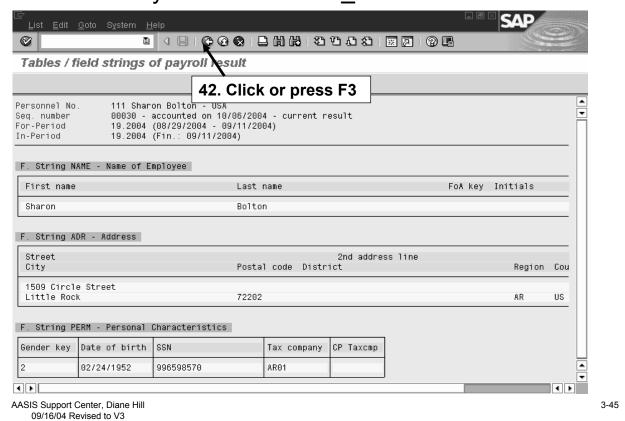


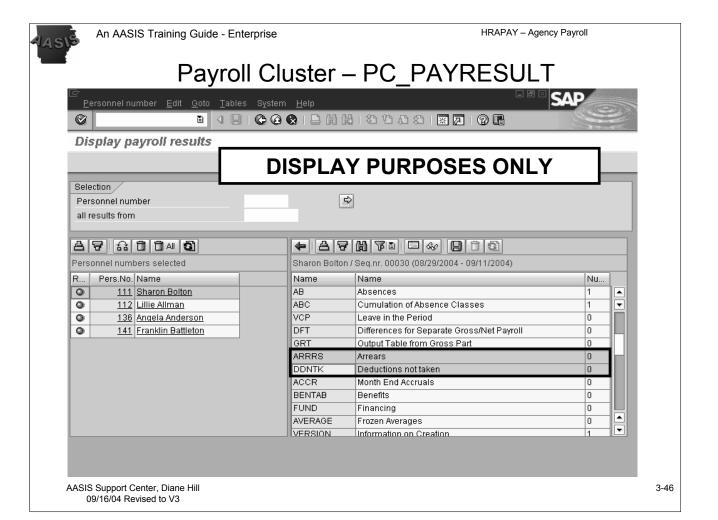


You can view the multiple tables by holding down the shift key + down arrow key to select each table.



Payroll Cluster - PC_PAYRESULT





When circumstances arise and there is insufficient net pay to deduct all the mandatory and voluntary payroll deductions, the system determines how to handle reductions and pro-rations of deductions based upon configuration.

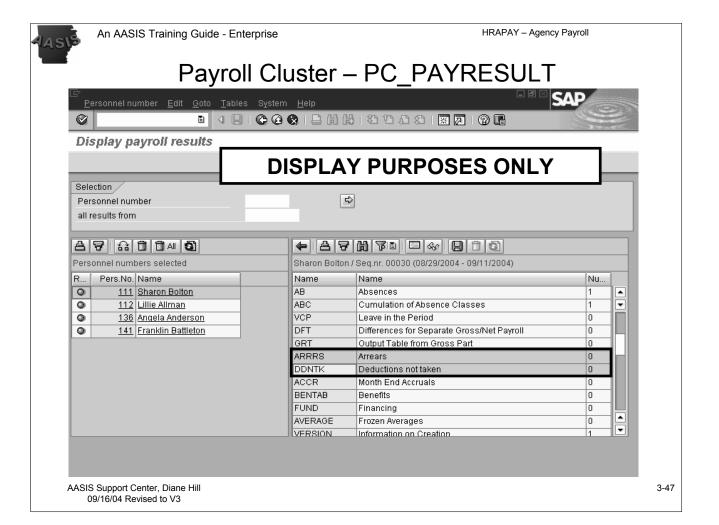
If a deduction is marked for arrears, the non-deducted amount of the wage type will be stored in the ARRS table and recovered in the next payroll cycle if possible.

Recovered amounts are handled according to:

EBD deductions – EBD makes determination

Garnishments – Court makes determination – Courts have priority)

Regular Deductions - Based upon policy



For Regular deductions that do not appear in the ARRRS (Arrears) table but appear in the DDNTK (Deduction not taken) table, the employee should contact the provider directly to submit missed payments.